



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 Fax: 416-461-5513

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”

Board of Directors Meeting AGENDA – April 24, 2017

If you cannot attend, please call the office with your regrets.

Applegrove’s mission is to be a neighbourhood partnership fostering community through social and informative programs for individuals and families.

6:45 Optional Light Supper

7:00

1. Call to Order/Adoption of Agenda
2. Welcome and Introductions
3. Declaration of Conflicts of Interest
4. Timekeeper
5. Volunteer Hours
6. Donation Envelope

7:10

7. Minutes of the February 27 Board Meeting (*attached*): to be accepted

7:15

8. Finance
 - 8.1. Year-to-date Statistics (*attached*): for information
 - 8.2. Year-to-date Financial Report (*attached*): for information. Note: finance staff did not have time to enter many of the budget numbers.
 - 8.3. City Budget Update: for information
 - 8.4. 2016 Draft Audited Statements (*Statements and Management Letter attached*): to be endorsed. Note: the attached draft may not be the final version. If there are significant changes, a revised draft will be e-mailed.

7:45

9. Membership (*Community Integration Notes of March 13 and Membership notes of April 10 attached*): for information and as background for committee structure.
10. Strategic Directions (*Notes from March 20 meeting attached*): for discussion

Note: the discussion of strategic directions may require a private discussion. If so, a Motion will be needed to discuss the item *in camera* (without guests or staff other than the Executive Director and Program Director and relevant City staff), as it deals with identifiable individuals or confidential information.

Also, a Motion would be needed to return to the public meeting.

8:15

11. Officers and Committees (*see Procedural By-law*): for discussion and decisions
 - 11.1. Identify committee structures and committee names as needed
 - 11.2. Select committee members
 - 11.3. Select officers

Applegrove Board Meeting Agenda

April 24, 2017

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8:30

12. Directors' Concerns

13. Adjournment



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Board of Management Meeting AGENDA -- Monday, April 24, 2017

8:35

- A. Call to Order/Adoption of Agenda
- B. Declaration of Conflicts of Interest
- C. Minutes of the February 27 Board of Management Meeting (*attached*): to be accepted

8:40

- D. Executive Director's Report (*attached*): to be accepted
 - D.1. Set Personnel Committee Meeting date

8:50

- E. Correspondence List (*to be distributed at the meeting*): for information and decisions
 - E.1. City direction with respect to alcohol policy
 - E.2. City direction with respect to energy drinks

8:55

- F. Adjournment

Next Meetings and Events

Board meeting: Monday, May 29, 2017



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“TOGETHER, BUILDING OUR COMMUNITY”

Minutes of the Board of Directors Meeting February 27, 2017

A neighbourhood partnership fostering community
through social and informative programs for individuals and families.

Present: Pierre Bois, Mercedes Lee, Ann McKechnie, Jean Lim-O'Brien, Chris Sulway
(Chair), Jim Valentine
Regrets: Sabrina Dias, Vai Teng Law, Councillor McMahon
Staff: Susan Fletcher, May Seto (Recorder)

1. Call to Order/Adoption of Agenda/Introductions

Chris called the meeting to order. Quorum of 5 Directors was achieved. By consensus, the agenda was adopted as amended.

2. Welcome and Introductions

3. Declaration of Conflicts of Interest

None were declared.

4. Timekeeper – none assigned

5. Volunteer Hours – hours were recorded.

6. Donation Envelope

The donation envelope circulated.

7. Minutes of the January 30 Board of Directors Meeting

MOTION (Lim-O'Brien/Sulway)

To accept the minutes of January 30.

Carried

7A. New Item: Minutes of February 22, 2016

MOTION (Lim-O'Brien/Sulway)

To re-open the minutes of February 22, 2016.

Carried

MOTION (Lim-O'Brien/Sulway)

To amend the minutes of February 22, 2016 by changing item 8 from accepting the minutes of December 14, 2015, to accepting the minutes of January 25, 2016.

Carried

8. Program Report

May provided an overview of the afterschool program and answered questions.

Board of Directors Minutes

February 27, 2017

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8.1. Subsidy utilization and review

May highlighted the afterschool subsidy report included in the Board package. The following decisions were made:

- On the subsidy grid, eliminate salary ranges more than 60,999.
- Update subsidy grid to reflect new afterschool fee.
- Increase subsidy limit to \$15,000. If over limit, do not deny subsidy but bring to Board's attention.
- Program Director to make decisions case by case if needed.
- Provide board with subsidy projections each year with budget proposal for review.

MOTION (McKechnie/Bois)

To revise the subsidy policy.

Carried

9. Finance

9.1. 2017 YTD Annual Statistics

Susan provided an overview.

9.2. 2016 Revised Preliminary Financial Report

Susan provided an overview.

9.3. City Budget Update

Susan provided information.

10. Strategic Directions

Susan provided an overview.

11. Directors' Concerns

Jim showed members the sign posted on Ashbridge's Estate and inquired if Applegrove could post one as well.

12. Adjournment

The meeting was adjourned on a motion by Pierre Bois, seconded by Ann McKechnie.

Chair

Secretary

| Applegrove Statistics | | | 2017 | Printed | April 13, 2017 |
|---|------|-------|---------|----------|----------------|
| Cumulative different people | | | January | February | March |
| Applegrove Parent/Child Drop-in | | | | | |
| Children | 292 | 618 | 612 | 697 | |
| Parents | 243 | 163 | 189 | 185 | |
| Caregivers | | 252 | 245 | 321 | |
| Subtotal | | 1,033 | 1,046 | 1,203 | |
| The Applegrove Connection (previously Edgewood) | | | | | |
| Children | 60 | 121 | 118 | 164 | |
| Parents | 48 | 26 | 16 | 17 | |
| Caregivers | | 54 | 57 | 78 | |
| Subtotal | | 201 | 191 | 259 | |
| Helping Our Babies Grow | | | | | |
| Infants and Children | 26 | 47 | 23 | 46 | |
| Moms | 40 | 46 | 29 | 55 | |
| Subtotal | | 93 | 52 | 101 | |
| Therapeutic Play | | | | | |
| Children | | 4 | 12 | 12 | |
| Adults | | 4 | 11 | 10 | |
| Subtotal | | 8 | 23 | 22 | |
| Children and Youth | | | | | |
| Camp | 0 | 81 | | 159 | |
| After 4, PA, | 70 | 953 | 923 | 971 | |
| After 4 Satellite | 10 | 135 | 70 | 73 | |
| Leadership | 14 | 0 | 70 | 73 | |
| Teen | 34 | 56 | 62 | 67 | |
| Subtotal | | 1,368 | 1,195 | 1,416 | |
| Adult Programs | | | | | |
| Seniors | 130 | 121 | 175 | 273 | |
| Committee/Board ho | | 35 | 0 | 0 | |
| User Groups | | 0 | | | |
| Other* | | 0 | 213 | 45 | |
| Subtotal | | 156 | 388 | 318 | |
| Outreach | | | | | |
| # of events | n/a | | | | |
| Contacts | n/a | | | | |
| Phone and e-mail | | 281 | 343 | 344 | |
| Total exc outreach | 957 | 3,140 | 3,238 | 3,663 | |
| Cumulative | | 3,140 | 6,378 | 10,041 | |
| *Other includes Book Club, special events, Annual Meeting, Income Tax Clinic, | | | | | |
| 2016 Comparison | | | | | |
| Monthly | | 3,714 | 3,413 | 3,713 | 3,821 |
| Cumulative | 2067 | 3,714 | 7,127 | 10,840 | 14,661 |

Applegrove Community Complex
 Year to date Income Statement
 March 31, 2017

NOTE: Budget figures are NOT correct; please do not compare actuals to budget

| EXPENSES | Admin | | Program Total | P/C Drop-in | | AG Connection | | March Break Ca | | HOBG | | Therapeutic Play | | Summer Camp | | Afterschool | | AS SAT | | JR Leaders | | Holiday Camp | | Teens Program | | Leadership | | Seniors | | Other Actual | |
|-----------------------------------|---------------|---------------|----------------|---------------|---------------|---------------|--------------|----------------|--------------|----------------|--------------|------------------|---------------|-------------|----------|---------------|---------------|--------------|--------------|--------------|----------|--------------|----------|----------------|----------------|------------|---------------|----------------|---------------|----------------|-----|
| | Actual | Budget | | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | Actual | Budget | | |
| Salary | 62,491 | 62,976 | 92,434 | 23,846 | 23,223 | 3,756 | 4,050 | 2,580 | 1,239 | 1,611 | 2,088 | 4,974 | 4,692 | 1 | 0 | 31,800 | 33,834 | 5,105 | 0 | 597 | 0 | 1,720 | 0 | 2,107 | 1,810 | 0 | 0 | 8,562 | 6,000 | 5,777 | |
| Benefit | 18,132 | 18,614 | 18,475 | 8,379 | 6,782 | 1,706 | 1,724 | 355 | 185 | 177 | 406 | 603 | 654 | 12 | 0 | 4,198 | 4,665 | 562 | 0 | 58 | 0 | 208 | 0 | 378 | 332 | 0 | 0 | 899 | 593 | 940 | |
| Material & Supplies | 4,796 | 4,254 | 9,002 | 555 | 1,210 | 135 | 363 | 142 | 150 | 1,874 | 4,130 | 12 | 0 | 0 | 0 | 2,527 | 4,590 | 238 | 0 | 117 | 0 | 192 | 0 | 153 | 690 | 0 | 0 | 2,832 | 1,535 | 226 | |
| Furniture & Equipment | 0 | 150 | 3,877 | 0 | 120 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 3,877 | 0 | 0 | | |
| Purchased Services | 4,558 | 3,571 | 18,954 | 897 | 379 | 2,114 | 1,709 | 1,104 | 525 | 3,943 | 1,147 | 364 | 75 | 0 | 0 | 5,664 | 4,050 | 2,400 | 0 | 0 | 0 | 199 | 0 | 0 | 894 | 0 | 0 | 1,160 | 705 | 1,109 | |
| Total | 89,978 | 89,565 | 142,742 | 33,677 | 31,714 | 7,712 | 7,846 | 4,181 | 2,099 | 7,604 | 7,771 | 5,953 | 5,421 | 13 | 0 | 44,188 | 47,139 | 8,305 | 4,000 | 771 | 0 | 2,319 | 0 | 2,638 | 3,726 | 0 | 0 | 17,329 | 8,833 | 8,052 | |
| INCOME | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Government Funding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| City of Toronto | 94,200 | 94,200 | 69,350 | 55,852 | 27,926 | 13,498 | 6,749 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Province of Ontario | 0 | 0 | 17,528 | 4,624 | 3,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12,904 | 15,656 | 0 | |
| Federal Government | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 7,202 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Government | 94,200 | 94,200 | 86,878 | 60,476 | 30,926 | 13,498 | 6,749 | 0 | 0 | 0 | 7,202 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 12,904 | 15,656 | 0 | |
| Non-Government Funding | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Charitable Organization | 0 | 0 | 13,555 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13,375 | 13,375 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 180 |
| Foundation/Corporation | 0 | 0 | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 0 | 0 | |
| Total Non-Government | 0 | 0 | 14,555 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 13,375 | 13,375 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1,000 | 0 | 180 | |
| Donation/Fundraising | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Charitable Donation-individual | 0 | 0 | 669 | 125 | 250 | 0 | 100 | 0 | 0 | 0 | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 100 | 0 | 443 | |
| Charitable Donation-Business | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Non-charitable Donation-Ind | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Non-charitable Donation-Bus | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Fundraising | 0 | 0 | 1,946 | 525 | 400 | 76 | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 61 | 0 | 1,284 | |
| Total Donation/fundraising | 0 | 0 | 2,614 | 651 | 650 | 76 | 350 | 0 | 0 | 0 | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 161 | 0 | 1,727 | | |
| Others | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| User Fees | 0 | 0 | 75,548 | 0 | 0 | 0 | 0 | 5,270 | 2,125 | 0 | 0 | 0 | 0 | 0 | 0 | 54,807 | 61,575 | 8,340 | 0 | 2,775 | 0 | 2,830 | 0 | 0 | 0 | 0 | 0 | 1,526 | 1,500 | 0 | |
| Miscel | 12 | 0 | 178 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 178 | |
| HST Rebate | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | |
| Total Others | 12 | 0 | 75,726 | 0 | 0 | 0 | 0 | 5,270 | 2,125 | 0 | 0 | 0 | 0 | 0 | 0 | 54,807 | 61,575 | 8,340 | 0 | 2,775 | 0 | 2,830 | 0 | 0 | 0 | 0 | 1,526 | 1,500 | 178 | | |
| TOTAL INCOME | 94,212 | 94,200 | 179,773 | 61,126 | 31,576 | 13,574 | 7,099 | 5,270 | 2,125 | 0 | 7,452 | 13,375 | 13,375 | 0 | 0 | 54,807 | 61,575 | 8,340 | 0 | 2,775 | 0 | 2,830 | 0 | 0 | 0 | 0 | 15,591 | 17,156 | 2,085 | | |
| SURPLUS(DEFICIT) | 4,234 | 4,635 | 37,030 | 27,449 | (138) | 5,862 | (747) | 1,089 | 26 | (7,604) | (319) | 7,422 | 7,954 | (13) | 0 | 10,619 | 14,436 | 35 | 0 | 2,004 | 0 | 511 | 0 | (2,638) | (3,726) | 0 | 0 | (1,738) | 8,323 | (5,966) | |

APPLEGROVE COMMUNITY COMPLEX
BALANCE SHEET
March 31, 2017

ASSETS

| | | |
|--|-------------------|--|
| Alterna - Admin Account | 42,319.92 | |
| Alterna - Program Account | 121,208.99 | |
| Alterna - Trust Account | 404.03 | |
| Alterna - Member Shares | 152.68 | |
| Alterna Term Deposits - Program | 134,843.50 | |
| Petty Cash Float - Admin | 150.00 | |
| Petty Cash Floats - Program | 1,633.25 | |
| Outstanding Transfers Between Accounts | 0.00 | |
| Accounts Receivable - Admin | 0.00 | |
| Accounts Receivable - Program | 1,388.36 | |
| Long-term Receivable - City of Toronto | 276,635.21 | |
| HST Receivable - Admin & Program | 2,309.75 | |
| Prepaid Expenses | 0.00 | |
| | <u>581,045.69</u> | |

LIABILITIES

| | | |
|---|---------------------|--|
| Accounts Payable | 915.48 | |
| Long-term Benefits Payable | 140,298.00 | |
| Unrealized Actuarial Gain | 110,868.00 | |
| Income Taxes Payable | 9,307.84 | |
| CPP Payable | 6,649.68 | |
| EI Payable | 3,005.09 | |
| OMERS Payable | 8,939.66 | |
| WSIB Payable | 771.85 | |
| Union & COTAPSAI Dues Payable | 1,116.37 | |
| EHT Payable | 1,535.86 | |
| Vacations Accrued - Admin | 25,469.21 | |
| Vacations Accrued - Program | 9,128.41 | |
| City of Toronto Payable (Receivable) | (5,454.28) | |
| Advance Repayable to City of Toronto | <u>10,871.22</u> | |
| | 323,422.39 | |
| Accrued Expenses - Admin | 11,225.15 | |
| Deferred Income - Program | 760.00 | |
| Funds held in trust | 0.00 | |
| Retained Surplus (Deficit): P/C | 0.00 | |
| Afterschool | 131,649.72 | |
| Teen Program | 0.00 | |
| Seniors Programs | 18,635.48 | |
| Board/Management | (13,665.31) | |
| Summer Programs | 23,667.17 | |
| HAIG | 0.00 | |
| The Applegrove Connection | 0.00 | |
| HOBG | 4,085.21 | |
| Over the Rainbow | 40,001.88 | |
| Current Program Income | 179,772.62 | |
| Current Program Expenses | <u>(142,742.34)</u> | |
| | 37,030.28 | |
| Admin: | | |
| Current Admin Funding - City of Toronto | 94,200.00 | |
| Admin Vacation Payout - Salary & Benefits | 0.00 | |
| Interest on Admin Account | 11.80 | |
| Current Admin Expenses | <u>(89,978.08)</u> | |
| Current Admin Surplus/Deficit | 4,233.72 | |
| | <u>581,045.69</u> | |

BOARD OF MANAGEMENT FOR APPLEGROVE COMMUNITY COMPLEX

For the year ended December 31, 2016

Prepared by:

Kathy Steffan, CPA, CA

Partner

Welch LLP

Bryan Haralovich, CPA, CA, CPA (Illinois)

Partner

Welch LLP

AUDIT STATUS

Our audit of the financial statements of Board of Management for Applegrove Community Complex (the "Complex") for the year ended December 31, 2016 is substantially complete and we expect to release our auditors' report after the following outstanding matters are completed:

- Receipt of the signed management representation letter
- Board approval of the draft financial statements
- Final subsequent review up to date of approval of the financial statements
- Receipt of the completed bank confirmation from the bank

If any significant matters arise between the date of this report and the signing of our audit report we will raise them with you. The following paragraphs provide information we are required to communicate with you in accordance with Canadian generally accepted auditing standards.

QUALITATIVE ASPECTS OF ACCOUNTING PRACTICES AND FINANCIAL REPORTING

Our audit includes consideration of the qualitative aspects of the financial reporting process, including matters that have a significant impact on the relevance, reliability, comparability, understandability and materiality of the information provided in the financial statements.

There are no matters with respect to the qualitative aspects of accounting practices that we wish to draw to your attention in relation to the financial statements for the 2016 fiscal year.

MANAGEMENT LETTER OF REPRESENTATION

It is necessary for us to obtain written representations from management as an acknowledgement of their responsibility for the fair presentation of the financial statements and as audit evidence on matters material to the financial statements. We have provided a draft of the letter of representation in Appendix A. The Executive Director has committed to provide us with a signed copy of the letter on a date to coincide with the date of our auditors' report.

MISSTATEMENTS

The corrected and uncorrected misstatements identified during our audit are included in Appendix B and Appendix C.

Canadian generally accepted auditing standards require that we request that management correct all the misstatements that we present to them. Management has decided not to adjust the financial statements due to the small dollar value and because there is no impact to net revenues (expenses). We agree with management.

If you disagree with management, and would like management to make the proposed adjustment(s), we request that you inform management and us accordingly.

SIGNIFICANT DEFICIENCIES IN INTERNAL CONTROL

During our audit we did not identify any significant deficiencies in internal control to report to the Board.

However, during the course of our audit of the financial statements for the year ended December 31, 2014, we identified a matter regarding unused vacation days, one individual administration staff had an accumulated balance of unused vacation of over 600 hours. During our audit of the financial statements for the year ended December 31, 2015, we noted that the above matter was being addressed by the Board. We also noted that the individual addressed in the comments above had used the full vacation entitlement for 2015 and an additional 30 hours and, as a result the vacation liability decreased during the year. Therefore, we did not address this matter in the management letter again that year. During our audit of the financial statements for the year ended December 31, 2016, we noted that a payment of 409.43 unused vacation hours was made and that the individual used the full vacation entitlement for 2016 and an additional 22 hours, as a result the vacation liability decreased significantly during the year. We believe this matter to be resolved as of December 31, 2016.

During our audit of the financial statements for the year ended December 31, 2015 we noted that Applegrove Community Complex ("Applegrove") had been claiming the Employer Health Tax ("EHT") exemption when reporting and remitting its EHT. Based on our experience with similar organizations and research performed we determined that Applegrove was not eligible for the EHT exemption. Applegrove management requested a ruling from the Ministry of Finance on the issue. The Ministry denied the exemption on a go-forward basis from January 1, 2016 forward. Applegrove was therefore not to claim the exemption in 2016 or future years. During our audit we noted that Applegrove did not claim the EHT exemption in 2016 as a result we believe this matter is resolved as of December 31, 2016.

INDEPENDENCE

Canadian generally accepted auditing standards require that we communicate at least annually with you regarding all relationships between Board of Management for Applegrove Community Complex and us that, in our professional judgment, may reasonably be thought to bear on our independence.

No matters have been identified that would reasonably be thought to bear on our independence. As a result, we confirm that we are independent.

DIFFICULTIES ENCOUNTERED DURING THE AUDIT

During the course of our audit we received the full co-operation of management and did not encounter any difficulties during our audit. There were no limitations on the scope of our audit work and we did not have any disagreements with management.

MATTERS SPECIFICALLY REQUIRED BY OTHER CANADIAN AUDITING STANDARDS TO BE COMMUNICATED

Other sections of Canadian Auditing Standards require us to communicate with those charged with governance in a number of specific circumstances:

- Where we encounter unusual related party transactions or significant matters related to related party transactions;
- Where we encounter other transactions that were unusual or not in the normal course of business;
- Where we suspect or detect fraud;
- Where there is inconsistency between the financial statements and other information in documents containing the financial statements; and
- Where we believe there may be non-compliance with legislative or regulatory requirements.

ACKNOWLEDGEMENTS

During the course of our audit, we received considerable assistance from the organization's staff and management. We would like to take this opportunity to thank them for efforts and for their constructive approach to the audit.

DRAFT
For Discussion Purposes Only

Community Integration Committee Meeting
March 13 at 6:30 p.m.

Present: Sabrina Dias, Natasha Graham, Vai Teng Law, Ann McKechnie, Jim Valentine
Staff: Janina DeGuzman, May Seto

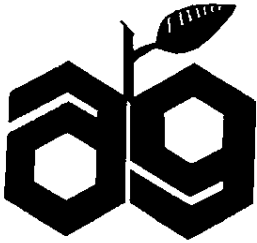
Nominations:

- There are two vacant spots on the Board and currently there is no-one who is interested. Individuals who were previously interested decided not to run due to the amount of time commitment required.
- Committee members agreed that outreach should continue and suggested promoting through the following:
 - Postings at the daycare and FRPs.
 - Send email to afterschool parents and cc board so they can forward to other parents.
 - Put together short blurb for email to describe duties
 - Continue Applegrove Facebook postings – last one was done Feb. 21
 - Charity Village
 - BIA
 - Duke Need to Read (but make sure to let person who posts to not change the text)
- Natasha is interested in being on the Board. May will let Susan know.
- Committee thinks it would be a good idea to ask Chris to stay if we cannot find another candidate.

Membership:

- May highlighted document attached in the email that Susan sent out which was drafted by Neil Sinclair. Membership options were outlined for discussion.
- Ann mentioned that the discussion of individual membership took place in the past and there were problems with it then, so why is it being considered again.
- Committee members agreed to not move forward with the individual membership and focus on the Corporate Model. However, members felt it would be more appropriate to call it a corporate sponsorship model rather than a membership model
- Committee members discussed the following:
 - importance of setting targets and goals,
 - how many businesses do we want to approach,
 - what are the levels,
 - what do businesses receive at each sponsorship level,
 - identify target amount and what or who is it going to benefit
- Members felt it would be important to get the wording right in our “pitch”, i.e., “Your donation of “X” will allow for “Y”
- Members discussed a rapid goal of having something in place to make an announcement at the Annual General Meeting. i.e., Corporate Sponsorship Program of \$10,000 (suggested amount)
- Members felt it would be great if the Revenue Generation Committee could discuss at their next meeting and work on the target numbers and levels. Once that is decided, the Community Integration Committee would work on list of prospects, sponsorship letter, what businesses would receive, etc.

Next meeting: TBD



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Tel: 416-461-8143 Fax: 416-461-5513

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“TOGETHER, BUILDING OUR COMMUNITY”



Membership Notes

Combined Revenue Generation and Community Integration Meeting

April 10, 2017

Present: Pierre Bois, Jessica Dolmer, Natasha Graham, Vai Teng Law, Mercedes Lee, Jean Lim-O'Brien, Ann McKechnie, Andre Riolo, Jim Valentine

Staff: May Seto, Janina de Guzman, Susan Fletcher (recorder)

Background information:

- Community Integration notes March 13
- Revised Membership Option Report

1. Why discuss membership

- to initiate a revenue stream from businesses both to cover current programs without full funding and to allow new programs.
- to serve our participants better (individuals)
- to more easily determine who is and is not a member (individuals)
- to identify what benefits individuals/families can receive, e.g., advance registration

2. Transformation from concept of “corporate membership” to Corporate Contributions Partnership (sponsorship and donations)

- if Applegrove offers benefits to corporate members beyond getting newsletters and voting at the AGM, we must change the constitutions, which can only happen at the AGM which would unnecessarily delay implementation
- the corporate membership options we had previously generated were more like sponsorship than membership
- discussed different kinds of contributions including:
 - simply giving money
 - having their staff get involved
 - in-kind donations (stuff or services), or even a credit to use to purchase program supplies
 - sponsorship in which the giver receives advertising, recognition or other benefits (and the gift does not qualify for a charitable receipt)
- while limited amounts of goods or services might be useful, Applegrove's greater need is dollars to pay staff salaries and benefits.

3. Individual / family membership: to charge or not to charge?

- discussion included the following issues:
 - paying a fee means families have “skin in the game”
 - how to make membership mean something
 - “membership dollars at work” maintaining a safe place for teens
 - subsidizing programming via camperships
 - top-up a fee by paying \$100 instead of \$90 per week for camp.
 - charities such as World Vision invite donors to “buy a goat” → Applegrove needs to define our “goats”!
 - what are the benefits, e.g., a free Lunch 'n' Learn for older adults

Charitable Number: 10671 8943 RR0001

- Susan noted that Applegrove will soon be able to e-mail program monthly calendars and other materials; once people are accustomed to receiving them by e-mail, would continuing this be enough of a benefit?
 - even with paid “premium” membership, there can still be a free membership level.
 - the key is to articulate the benefits.
- resulted in general agreement to proceed toward paid membership

4. Corporate Contributions Partnership

a. Donations

i. Current corporate donations

1. Alterna Savings: several program specific grants over several years. 2016 grant for Teen program and Summer Leadership
2. Toronto Star: Star Fresh Air Fund (this is actually a foundation)
3. Free Tickets: includes Ontario Science Center Admission, Green Living Show, One of a Kind Show. Usually Applegrove requests these.
4. Prizes and auction items @ Pasta Fest: values range from \$18 to \$500 (unable to estimate value for several items) averaging \$75 with winning bids averaging \$51. (see last pages)

ii. Past corporate donations

- Loblaws
- Hellman's

b. Sponsorship

i. Past sponsorship: Applicious

ii. Current Sponsorship

- sponsors at Family Dance included Desmond and Beatrice (cupcakes) and Long & McQuade (sound system)

iii. Going forward

1. What benefits can we offer
2. What businesses to consider? What do we have links to?

c. Background info and resources on sponsorship (separate document)

d. Discussion:

- define what we have to offer, e.g.
 - access to seniors or parent/child adult participants
 - “sponsor of the month” in calendar
- select a limited number of companies (generate a list of maybe 20, and refine to 4 or 5) and look into what they want e.g., partnership, access to a population, etc.
- Applegrove's program categories are families with young children; school age children and youth; and older adults (55+)
- sponsor opportunities might include funding
 - a workshop series
 - additional parent/child experiences such as “Active Babies, Children and Dads” (ABCD) which would be additional time in PC.

- Jim is working on a revenue development “tree” to identify the big banner prospects, i.e., businesses that work in the catchment area. He will also research corporate donations especially banks.
 - a quick list included Loblaw's, Canadian Tire, Home Depot, larger real estate companies such as Remax Hallmark
 - Jessica reported her experience that corporations are moving to on-line forms.
 - BIA members are generally local small businesses that we might appropriately ask for an event donation, but not significant sponsorship monies
 - developers: so much condo development in the area, and Applegrove is a factor in community feeling.
 - as we proceed, Applegrove should develop/document a Corporate Partnership Framework that includes opportunities and benefits from event donations to recognition options.
5. For discussion at the Board meeting: committee structure and names that will move this work forward appropriately over the next year(s)
6. Next Steps:
- a. At the Board meeting: identify a committee structure and committee names that will move this work and our other priorities forward appropriately over the next year(s)
 - b. Pierre: will work on individual/family membership, as well as other AOCC's¹ membership, aiming to report at the June Board meeting
 - c. Jim: will work on corporate revenue tree and donations
7. For more information, but really just for fun:
check this link <https://rainievalleycorps.org/name/> and think about what we could name!

¹ AOCC = Association Of Community Centers

Membership Notes – April 10, 2017

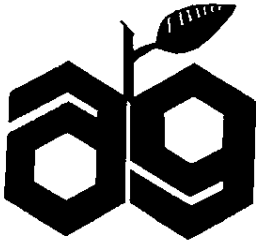
Pasta Fest 2016 donations, value and bidding

| Business Name | PType of Donation given | Approximate Value | Highest Bid |
|----------------------------------|--|-------------------|-------------|
| | Many items including stand mixer for live auction, quilt for sil. auction and other items. | | ***** |
| | 4 Passes to CN Tower | \$140.00 | ***** |
| Big Carrot Natural Food Market | 100 gift card | \$100.00 | \$87.00 |
| Book City | Assorted books | | |
| Bumbleberry Kids | Gift Basket | \$120.00 | \$35.00 |
| Centre of Gravity | 4 X \$50 Gift Certificates | \$200.00 | \$45.00 |
| CN Tower | Admission for 2 Adults General. | \$70.00 | \$45.00 |
| Councillor Mary-Margaret McMahon | Coffee & Tour of City Hall | | \$40.00 |
| Court Jester Pub | Gift certificate | \$25.00 | |
| Coxwell Dental Health Centre | \$100 towards event | | |
| Dufflet Pastries Limited | Small Cake | \$26.00 | \$22.00 |
| Ellaminnow | Various Books | \$40.00 | \$10.00 |
| Flying Yogi | GC for intro to suspension Yoga | \$100.00 | \$30.00 |
| Jawny Bakers | 25 gift card | \$25.00 | |
| Lazy Daisy's Cafe | Brunch for 2 | \$50.00 | \$39.00 |
| Lindt & Spurgli (Canada) Inc. | Chocolate Basket | \$150.00 | \$90.00 |
| Little Tots Hair Shop | Haircut (& earrings - Louise donated) | \$20.00 | \$10.00 |
| Louise Kool & Galt | Double Rainbow Stacker | \$10.00 | \$10.00 |
| M & T Catering | 4 X \$50 Gift Certificates | \$200.00 | \$88.00 |
| Mandarin Restaurant | Dinner for 2 (Nov 2016) Mon-Thursday | | |
| Massage Addict | 100 Gift Certificate | \$100.00 | \$55.00 |
| MPP Arthur Potts | Lunch @ The Leg and tour | \$100.00 | \$70.00 |
| MPP Peter Tabuns | Cookies and \$50 GC to | \$70.00 | \$62.00 |

Membership Notes – April 10, 2017

Pasta Fest 2016 donations, value and bidding

| Business Name | PFType of Donation given | Approximate Value | Highest Bid |
|---|--|-------------------|-------------|
| | Loblaws | | |
| Occasions | \$30 gift card | | \$28.00 |
| One of a Kind Show | 10 tickets | \$140.00 | \$24.00 |
| Ontario Science Centre | 2 Adult Pass | \$44.00 | \$20.00 |
| Parent Books | GC \$25 | \$25.00 | \$20.00 |
| Pat's Home Hardware | Kuraidori Knife Set | \$60.00 | \$41.00 |
| Raise the Root | 20 GC | \$20.00 | \$20.00 |
| Rogers Centre | Bat Autographed by Goins | | |
| Rustichella | Flavoured Olive Oils Gift Basket | \$65.00 | \$35.00 |
| Salon Fortelli | Salon Facial | \$79.00 | \$40.00 |
| Second City | Pair of tickets to any show | \$50.00 | \$40.00 |
| Shear Madness | Gift Certificate for 1 Haircut | \$45.00 | \$25.00 |
| Tango Palace | 5 X \$5 gift cards | \$25.00 | \$20.00 |
| Thai House Cuisine | Gift Certificate | \$50.00 | \$40.00 |
| The Ashdale | Gift basket including Brunch for 2 | \$50.00 | \$38.00 |
| The Old Spaghetti Factory | Dinner for 2 | \$35.00 | \$37.00 |
| The Toronto and Region Conservation Authority | Admission for 4 to Pioneer Village (\$60), Admission for 2 Adults to any conservation area park (\$26) | \$60.00 | \$50.00 |
| Treasure Island Toys Limited | Erogo Baby Carrier | \$160.00 | \$50.00 |
| Velotique Bike Accessories | GC - 1 Bike tune up | \$65.00 | \$45.00 |
| Young Peoples Theatre | Gift Certificate for 4 to a Mainstage Production | \$90.00 | \$43.00 |
| ===== | ===== | ===== | ===== |
| Total: | | \$2609.00 | ***** |
| Average: | | \$74.54 | \$51.36 |



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416-461-8143 Fax: 416-461-5513

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”



Planning Notes – March 20, 2017

Present: Pierre Bois, Vai Teng Law, Mercedes Lee, Jean Lim-O'Brien, Chris Sulway (Chair), Jim Valentine
Regrets: Ann McKechnie, Sabrina Dias
Guest: Councillor Paula Fletcher
Staff: Susan Fletcher, May Seto (recorders)

On March 27, the Board met as a planning committee to discuss organizational directions.

1. Updates

Susan provided an update on the lease and the City budget motion to reduce management by 10%.

Minutes of Council Budget meeting.

<http://app.toronto.ca/tmmis/viewPublishedReport.do?function=getCouncilMinutesReport&meetingId=11852>

235. City Council request the City Manager to report back to the Executive Committee in the Spring of 2017 on a 3-year plan that restrains spending and reforms programs for City Divisions and Agencies that would include a targeted reduction of positions by attrition similar to 2017, inclusive of a 10 percent reduction of management positions, beginning in 2018 that:

- a. builds on the Mayor's four-point plan to save money and improve service to residents through innovation, modern technology and improved efficiency;
- b. is based on the City's Long Term Financial Plan's financial targets required to achieve fiscal sustainability;
- c. aligns with Council's key priorities;
- d. accounts for transformation initiatives and other program/service delivery reforms already implemented, currently planned and/or underway; and
- e. incorporates an evaluation of program/service effectiveness and outcomes.

Board members discussed the issues and suggested follow-ups for additional information and action.

2. Guest Presentation

Paula spoke about the importance of community hubs, noting Applegrove and this site as a good example of a long-standing hub. Her points included:

- the site includes child care, TDSB, PFR¹ and Applegrove, and is a strong east end asset
- the only thing missing is a stronger health element
- one of the few similar hubs in Toronto is the Waterfront Community Center²
- it is short-sighted to lop off one part of a well-established hub
- the east end model for delivery of swimming is within schools, e.g., Beaches, Beatty, Fairmount, Frankland and S.H.A. The model is neighbourhood-based and within walking distance.

¹ TDSB = Toronto District School Board. PFR = Parks, Forestry and Recreation

² Previously the Harbourfront Community Center

- Matty Eckler is not very big and Jimmie Simpson was not purpose-built for recreation.
- PFR model for service delivery tends to be a suburban model, in which participants drive to a location for services. However, people need a gathering place and community hubs provide one.
- she and Councillor McMahon met with recreation planning managers and pointed out the 1200 condo units going in on Queen Street east of Broadview.

With respect to the pool in particular, she noted:

- PFR is developing a Recreation Service plan but she questions why they would close the pool in the interim with the amount of new development.
- the Council vote lost on a tie.
- a second motion which passed set up a working committee that includes Applegrove and other community organizations.
- possible other activities in the pool could include programming for older adults

Members agreed that Applegrove should follow up by inquiring about the first meeting and offering to host it.

Paula recommended that Applegrove join with other east end organizations like Fairmount, with Applegrove taking the lead as an articulate voice of the hub model. She described the role of AOCCs in incorporating a broad range of services, voices and organizations, as a “big embrace”. Applegrove could both publicize this hub culture with key east end partners, and identify service gaps.

Paula also discussed the Hope Shelter (Leslie near Eastern) and Red Door interim location (on Gerrard, west of the library), questioning what additional grants or other monies might support services at this hub for those clients.

3. Related Issues

- Chris noted the pressure of the increasing Duke of Connaught School population and asked about the possibility of accommodation within alternative City-owned space in the catchment area; Paula confirmed it was a possibility if the TDSB needs the leased space.
- Susan reported on the current lease situation
- Discussed what are the service gaps in the neighbourhood
 - City intensification of development on main streets is a deliberate strategy
 - TCHC and other social housing in the neighbourhood

4. Recommended Applegrove Actions

- Follow-up on pool Working Committee – Applegrove will send a letter to the councillors asking for next steps
- What is new since Council passed the budget
- Develop service diagram for Applegrove and hub as a whole
- Identify service gaps and possible services

5. Discussion among members

- importance of hubs
- Applegrove needs research into costs, benefits and long-term sustainability



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Phone 416-461-8143 Fax 416-461-5513

Procedural Bylaw

April 2007

Amended November 24, 2014 to add a Personnel Committee

The City of Toronto Act requires agencies to have a “procedural bylaw” that regulates how their Board meetings run. In the past, and in most other AOCC’s, the procedural by-law was included in the Constitution. With the drafting of separate constitutions for the Board of Directors and Board of Management, City staff suggested that Applegrove separate out the procedural by-law.

It makes sense to have a similar procedural bylaw for the incorporated body.

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1. Definitions and Interpretation

- 1.1. "Board" means Board of Directors.
- 1.2. "Director(s)" means members of the Board of Directors.
- 1.3. "City" means City of Toronto.
- 1.4. "Council" means the Toronto City Council.
- 1.5. "Chair" or "Chairperson" means Chairperson of the Board of Directors for Applegrove Community Complex.

2. Meetings of the Board

- 2.1. Normally the Board will hold its meetings on the premises of Applegrove at such times as it may determine, at least eight (8) times each year.
- 2.2. The Chairperson will call a special meeting of the Board upon the request of any four (4) Directors.
- 2.3. Every Director will be notified at least seven (7) days prior to the proposed date of the meeting.
- 2.4. The requirement for notification may be waived if a regular Board meeting date is set and a calendar of those dates is distributed to Directors.
- 2.5. Notice of Board meetings will also be posted at Applegrove in a conspicuous place, stating the date, time, and location of the meeting and the general nature of the business to be carried out.
- 2.6. Meetings of the Board will be open except for matters concerning personnel issues about an identifiable individual, real estate, security of property, advice that is subject to solicitor-client privilege or litigation, personnel matters about an identifiable individual, or other matters outlined in the Municipal Freedom of Information and Protection of Privacy Act.
- 2.7. Before holding a meeting or part of a meeting that will be closed to the public, the Board must adopt a resolution approving a closed meeting and the general nature of the business to be considered at the closed meeting.
- 2.8. When the meeting resumes in public, any proposed motions must be moved and voted on in public.
- 2.9. Guests can address a Board meeting only with the permission of the Chairperson. The Board can set time limits for guests to speak at a Board meeting.

3. Quorum

- 3.1. A quorum for Board meetings will be a majority of Directors, notwithstanding any vacant positions, and including the position of the appointed City Councillor, i.e., 6 Board members.

- 3.2. If quorum is not achieved at the starting time for the meeting, the Chair shall wait for 15 minutes. If quorum has not yet been achieved, the Chair should adjourn the meeting and attempt to re-schedule it before the next scheduled date.
- 3.3. It is the duty of the Chair to ensure that quorum is present when a vote is taken.
- 3.4. During the meeting, if a member or staff person draws the attention of the Chair to the fact that a quorum is not present, the Chair shall, upon determining that a quorum is not present, ask the members then present whether they want to continue as a committee of the whole.

4. Voting

- 4.1. At all meetings of the Board, only the Directors present in person will have the right to vote.
- 4.2. Upon the seconding of a proposed motion, Directors may cast one vote each.
- 4.3. In the event of a tie, at the Chairperson's discretion, the motion may be withdrawn or changed or the Chairperson may table it until the next meeting.

5. Officers of the Board

- 5.1. The Board will elect its officers and Committee Chairpersons at its first meeting following the Annual Meeting.
- 5.2. The officers of the Board will be: Chairperson, Vice-Chairperson, Treasurer and Secretary.
- 5.3. The Board may establish other offices and positions as it deems necessary, and will prescribe the powers and duties of such officers.
- 5.4. The term for every officer will be no more than two years.
- 5.5. No member of the Board may hold more than one office at any time.
- 5.6. A Director may progress through the various offices.
- 5.7. Vacancy in an office position will be declared upon:
 - i) the death of an officer;
 - ii) the resignation of an officer;
 - iii) the removal of an officer; or
 - iv) an officer ceasing to be a Director.
- 5.8. The Board may appoint any other Director, except as provided for above, to fill a vacant office, and the Director so appointed will hold office for the balance of the term of the previous officer.
- 5.9. In the event of the absence of an officer, the Board may delegate the powers and duties of such officer to any other member of the Board until the return to duty of the incumbent officer.

Procedural By-Law for the Board of Directors of Applegrove Community Complex
Adopted April 18, 2007 to take effect May 1, 2007
Amended January 2015

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- 5.10. The Board may remove any person from an office at any time by a motion passed by a majority vote of the Board. Appeal may be made to the membership as a whole.
- 5.11. Duties of Officers
- i) The Chairperson will:
 - preside, when present, at all Annual, Special and Board Meetings;
 - perform all the duties accompanying the office and any other duties assigned by the Board;
 - rule on procedural matters and ensure motions and minutes are clearly expressed;
 - be an ex-officio member of all committees; and
 - serve as a signing officer.
 - ii) The Vice-Chairperson will:
 - assist the Chairperson;
 - have such other powers as are assigned to the Vice-Chairperson from time to time by the Board;
 - if the Chairperson is absent, act as Chairperson until the Chairperson returns to duty; and
 - if there is a vacancy in the office of Chairperson, serve as Chairperson for the balance of the term of person whose departure created the vacancy.
 - iii) While acting as chair, the Vice-Chairperson will have all the powers and perform all the duties of the Chairperson except being a signing officer.
 - iv) The Treasurer will:
 - have such powers and perform such duties as are usually vested in the office of Treasurer;
 - receive, examine and present to the Board, Applegrove's financial statements and budgets;
 - make recommendations to the Board concerning all aspects of Applegrove's financing and administration;
 - have such other powers as are assigned to the Treasurer from time to time by the Board; and
 - serve as a signing officer.
 - v) The Secretary will:
 - issue or cause to be issued notices for all meetings of the membership and the Board when directed or required to do so;
 - ensure that the minutes of all meetings of the membership and the Board are kept;
 - ensure minutes are provided at subsequent meetings of the board for review and adoption;
 - have such other powers as are assigned to the Secretary from time to time by the Board;
 - have responsibility for the membership records; and

- serve as a signing officer.

vi) All officers, at the time they leave office, will turn all the papers and documents of the office over to the incoming officer.

6. Minutes

6.1. The minutes of each Board meeting will be submitted to the Board for confirmation or amendment at its next meeting or as soon afterwards as is reasonable.

6.2. After the Board has confirmed or amended the minutes, the Board Chair and Secretary will sign them.

7. Committees

7.1. The Board will determine any committees needed and will prescribe the powers and duties of such committees.

7.2. The Board of Management

- i) Usually the Board of Management will meet immediately before or after the Board of Directors.
- ii) The Chairperson of the Board of Directors will also be the Chairperson of the Board of Management.
- iii) Quorum for the Board of Management will be a majority of the Community Directors, notwithstanding any vacant positions, i.e., five (5) members of the Board of Management.
- iv) If the Councillor or TDSB appointee is present, s/he will be counted towards quorum.

7.3. Standing Committees other than the Board of Management

- i) Composition and Membership
 - a) All Committees will be headed by a Chairperson chosen from among Directors and appointed by the Board.
 - b) All Committees should be composed of at least two Directors and other Applegrove members and staff who are appointed by the Board.
 - c) Both the Executive Director and the Chairperson are *ex officio*¹ members of all committees except as otherwise specified in the Committee's Terms of Reference.
 - d) All Committees will:
 - operate within the terms of reference laid down by the Board;
 - provide an open forum for discussion by all interested parties;
 - report their deliberations, recommendations and resolutions to the Board for confirmation and for approval; and
 - continue to operate for such length of time as will be determined by the Board.

¹ *Ex officio* means "by virtue of the office". Consequently, although the Board Chair is a member of all committees, the individual may choose which meetings to attend.

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- ii) Meetings of Committees
 - a) Normally, Committees of the Board will hold their meetings on the premises of Applegrove at such time as the Committee Chairperson may determine.
 - b) Notice of every Committee meeting will be provided to members of the Committee prior to the date. This notice may be either oral or written, and is not necessary when that Committee sets a regular meeting date.
 - c) Meetings of every Committee will be open to all Directors, except where confidential business is being conducted.
 - d) No quorum is usually required for a Committee to meet. However, minutes of Committee meetings must specify who was in attendance so that the Board may know to what degree the Committee's recommendations reflect the will of the Committee's membership.

- iii) Voting

At all Committee meetings, only the members of the committee present will have a right to vote.

- iv) Executive Committee

There will be no Executive Committee.

- v) Standing Committees (added November 2015)
 - a) Personnel Committee
 - The Personnel Committee will be a standing committee of the Board of Management.
 - The Terms of Reference for the Personnel Committee are attached as an appendix.

 - b) Community Integration Committee
 - The Community Integration Committee will be a standing committee of the Board of Directors.
 - The Terms of Reference for the Community Integration Committee are attached as an appendix.
 - The Community Integration will serve as the Nominations Committee.

 - c) Revenue Generation Committee
 - The Revenue Generation Committee will be a standing committee of the Board of Directors.
 - The Terms of Reference for the Revenue Generation Committee are attached as an appendix.

April 2014 – Excerpt from Constitution for Information

Process

At the Annual Meeting, adult Community Members will elect Community Directors to the Board of Directors.

Procedures of the Nominations Committee

- 1) A Nominations Committee will be comprised of at least three persons appointed by the Board.
- 2) The Nominations Committee will make Applegrove's membership and community aware of the nominating procedure at least fourteen (14) days in advance of the closing date for nominations.
- 3) All named nominees will have indicated their willingness to stand for election prior to the Annual Meeting.
- 4) Nominations for the position of Director will be submitted in written form to the Nominations Committee at least seven (7) days prior to the Annual Meeting.
- 5) The Nominations Committee will attempt to submit a nomination list at least equal to the number of vacancies required to be filled at each Annual Meeting.
- 6) Nominations can be made by any eligible Community Member of Applegrove. Such nominations will be made in writing and received by the Chairperson of the Board one day prior to the Annual Meeting and will include the name of the person being nominated, signed by the person is making the nomination and signed by another Community Member who supports the nomination. The nomination will also include evidence that the nominee agrees to stand for election.
- 7) If names proposed by the Nominations Committee and through write-in nominations are insufficient to fill the number of vacancies, or at the Chairperson's discretion, the Chairperson will request nominations from eligible voters at the Annual Meeting.
- 8) The eligible nominees with the highest number of votes in an election conducted by secret ballot at the Annual Meeting will be forwarded to City Council for appointment to the Board of Management.
- 9) If nominees are not already members of Applegrove, they should complete a membership form within 10 days of election.

Appendix A: Personnel Committee Terms of Reference
Endorsed by the Board, January 26, 2015

1. Composition

- 1.1 The Personnel Committee includes at least 2 Board members (plus the Board Chairperson *ex officio*).
- 1.2 The Executive Director staffs the committee, but is not a voting member.
- 1.3 For issues such as the Executive Director's Performance Review, the Executive Director may be excluded from meetings.
- 1.4 A staff representative and/or a management representative may be invited to attend specific meetings.

2. Chairperson

- 2.1 The committee will select a chairperson from among its members.
- 2.2 The chairperson must be a Board member.

3. Responsibilities

- 3.1 To complete the Executive Director's Performance Review in accordance with City policies and procedures.
- 3.2 To identify and make recommendations regarding staffing and Board sustainability and succession planning for staff and Board.
- 3.3 To participate as part of a second interview panel in hiring core administrative staff.
- 3.4 To make recommendations on personnel issues to the Board for approval, specifically revising job descriptions, proposed restructuring or other matters requested by the Executive Director.
- 3.5 To define the skill sets and attributes to recruit leadership volunteers for the Board and its committees and to create guidelines for leadership volunteers on committees.
- 3.6 To identify guidelines for the mentoring process for new Board members.
- 3.7 To ensure that new Board members receive specific coaching and mentoring on how to follow guidelines and participate fully on each committee using their own individual talents and skills.

4. Procedures

- 4.1 The committee should set a regular meeting date convenient to its members.
- 4.2 Within the framework of the Municipal Freedom of Information and Protection of Privacy Act, any issues of a confidential or sensitive nature will be first discussed

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within the committee meeting. Anyone outside the Board of Directors must request permission to attend such meetings; permission is not automatically granted.

- 4.3 Minutes of committee meetings, draft policies and drafts of other organizational documents (such as terms of reference) will be circulated with the monthly Board package.
- 4.4 Information concerning current and potential staff will be considered confidential within the committee.
- 4.5 The staff rep and/or the management staff rep and/or Executive Director may be excluded from discussions on certain issues.
- 4.6 After all staff hiring, the relevant staff will submit hiring reports to the committee for information. These reports will be part of the committee report to the Board of Management.

Appendix B: Community Integration Committee Terms of Reference
Endorsed by the Board, January 26, 2015

1. Composition

- 1.1. The Community Integration Committee consists of at least 2 Board members, plus the Board Chair *ex officio*.
- 1.2. The Executive Director staffs the committee.
- 1.3. Volunteer Leaders may be asked to join the Committee
- 1.4. The Program Director or other staff may be asked to attend meetings as resource persons.
- 1.5. Regular meetings will take place at the convenience of members.

2. Chairperson

- 2.1. The committee will select a chairperson from among its members.
- 2.2. The chairperson must be a Board member.

3. Purpose

To strengthen the positive culture of the local community by fostering program participation that reflects the diversity of our community and increasing the awareness of the mission of Applegrove. Elements to include

- a. Communication/PR plan to the community
- b. Increase diversity of participants to reflect the community
- c. Recruit potential volunteer leaders and board members

4. Responsibilities

- 4.1. To identify, assess and recommend communication media, policies and strategies and an annual workplan for public awareness.
- 4.2. To understand the demographics of Applegrove's catchment area, participants, staff and leadership volunteers.
- 4.3. To identify strategies to enhance Applegrove's reflection of the catchment area among participants, staff and leadership volunteers, as well as a process to measure success.

Appendix C: Revenue Generation Committee Terms of Reference
Endorsed by the Board January 26, 2015

1. Composition

- 1.1 The Revenue Generation Committee consists of the Treasurer and at least 1 other Board member.
- 1.2 The Board Chair is an *ex officio* member.
- 1.3 The Executive Director staffs the committee.
- 1.4 The Office Manager / Finance Manager and Program Director may be asked to attend meetings as resource persons.
- 1.5 Additional committee members can include appropriate Community Volunteers who are not Board members.

2. Chairperson

- 2.1 The committee is chaired by a Board member.

3. Responsibilities

- 3.1 To assess, evaluate and make recommendations to the Board regarding:
 - Funding and revenue sources (potential and current)
 - Funding and revenue policies and strategies
 - Program and organizational budgets
 - Investment strategy
- 3.2 To strategically guide fundraising plans
 - Set achievable annual fundraising targets
 - Develop recommendations for Board with regard to allocation of annual fundraising revenues
 - Identify opportunities and support staff in the generation of income to support programming
- 3.4 Recruit (in partnership with Community Integration Committee) and orient Community Volunteers as members

4. Reporting

- 4.1 The Board agenda will have a standing item on the agenda for committee reports
- 4.2 The committee chair will summarize key agenda items, analysis and recommendations for the Board.
- 4.3 Board approval is required for any committee actions and approval of final financial reports and budgets, including
 - Fundraising targets
 - Annual work plan
 - Fundraising activities and associated budgets

5. Elements of Annual Work plan

Annually the Committee workplan should include:

- Review admin and program budgets to identify revenue needs and sources
- Set realistic agency fundraising targets
 - Establish fundraising timetable and project plan
 - Use Applegrove rating instrument to evaluate funding initiatives
- Work with staff to identify revenue generation opportunities within programs
- Evaluate and prioritize potential funding opportunities (i.e. foundations and grants)



APPLEGROVE COMMUNITY COMPLEX

60 Woodfield Road, Toronto, Ontario M4L 2W6

Tel: 416 461-8143 Fax: 416 461-5513

www.ApplegroveCC.ca

“TOGETHER, BUILDING OUR COMMUNITY”



Minutes of the Board of Management Meeting February 27, 2017

A neighbourhood partnership fostering community through social and informative programs for individuals and families.

Present: Pierre Bois, Jean Lim-O'Brien, Mercedes Lee, Ann McKechnie, Chris Sulway (Chair), Jim Valentine
Regrets: Sabrina Dias, Vai Teng Law, Councillor McMahon, Trustee Cary-Meagher
Staff: Susan Fletcher, May Seto (Recorder)

A. Call to Order/Adoption of Agenda

Chris called the meeting to order. Quorum of 5 members was achieved. By consensus, the agenda was adopted as circulated.

B. Declaration of Conflicts of Interest

None were declared.

C. Minutes of the January 30 Board of Management Meeting

MOTION (Valentine/Lim-O'Brien)

To accept the minutes of January 30.

Carried

D. Executive Director's Report: For information

MOTION (Bois/McKechnie)

To accept the Executive Director's Report.

Carried

E. Correspondence - None

F. Adjournment

The meeting was adjourned on a motion by Pierre Bois, seconded by Jim Valentine.

Chair

Secretary

Next Meetings and Events:

Board Strategy Discussion – Monday, March 20 – time TBD

Annual General Meeting – Monday, March 27 at 6:15 p.m.

Regular Board Meeting – Monday, April 24 at 7 p.m.

Revenue Generation Committee Meeting – Thursday, March 23 at 6:00 p.m.

Community Integration Meeting – Monday, March 13 at 6:30 p.m.

Personnel Meeting – TBA



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Executive Director's Report

April 13, 2017

A short month (only 30 days) plus the statutory holiday on Friday mean that I am doing my "monthly" report before the middle of the month.

Lease and Phones

I reported in February that after months without progress on the lease or the phones, both showed great leaps forward. The progress has continued but with some detours.

As I mentioned to some Board members, a March teleconference with the relevant TDSB staff and our City Facilities rep, Jack Harvey, did not go well. Although we had been negotiating with a different TDSB staff for 2 years, we were back to the beginning, with a draft lease requiring Applegrove to obtain and pay for permits to use our leased space after 6 p.m.

I informed the Trustee on Applegrove's Board of Management of the progress and there were subsequent discussion via e-mail. The result is significant revisions to the draft lease, including the reversal of the permit requirement. I have not yet seen the revised draft, but the current TDSB rep is eager to make progress, so I expect continue movement.

With respect to the phone, I reported in February that if all went according to plan, we would have new phones by March 31! Well, the tentative installation date is now May 4.

The new phones will use VOIP (Voice Over Internet Protocol) and will not only restore the functionality that we lost when our phones died in 2014, but will add new functions. Office staff are particularly looking forward to being able to pick up a ringing extension instead of getting up to play "find the phone". We will also be able to block calls to Directory Assistance; a recent phone bill showed one such call at more than \$3.

Family Resource Program Transformation

I noted in my February report that we expected to receive a survey to help the City and consultants understand the current state of programs. To ensure Applegrove's responses were accurate, I met with the relevant program staff and had them complete relevant questions. I compiled the information and entered it into the survey forms.

Since then, we received notice of a survey for parents. PC staff suggested using Applegrove's mobile hotspot and a laptop to let participants respond while they are at the center. After ensuring that multiple responses from 1 IP address would be accepted (not at first, but we were not the only ones asking, so the administrators made it possible), we set it up and also took it to the Applegrove Connection for AC participants.

The City did not publicize the survey well, but we posted it on FaceBook a couple of times.

I attended the City's latest "Conversation" about the transformation this week. Although the funding shift to the Ministry of Education will take place on January 1, 2018, City staff anticipate this will be a transfer of funding responsibilities, with transition to a different program model/system to follow.

Other Updates

Audit: There were several issues with the audit process and draft statements. We received “good enough” information to include in the Annual Report, but all issues had not been resolved as of the Annual Meeting. Susan H and I had a productive conversation with an audit manager today. It is about 4:45 and I prepared the Board agenda based on my expectation of receiving a new draft today. If it is not in your Board packages, that is because I did not receive it in time. I will send anything relevant by e-mail during the week.

S.H. Armstrong Pool: The City Budget established a working committee with representatives of the Toronto District School Board, the school and surrounding community, the new HOPE Shelter, the Applegrove Community Complex and Toronto Community Housing, and City staff to review and develop a plan that increases the utilization of the SH Armstrong Community Centre Pool's capacity and report to Community Development and Recreation Committee on the Pool's performance by the fourth quarter of 2017.

Having heard nothing since the budget was passed in mid-February, I followed up by mail with the General Manager of Parks, Forestry and Recreation at the end of March. I received a response today from the Director of Community Recreation, requesting a phone conversation in advance of a committee meeting.

Hope Shelter: Towards the end of March, the City requested information about services Applegrove could provide to residents of the new shelter, both within existing resources and with additional resources. Knowing Applegrove's admin staffing limitations, I reported opportunities for specialized evening and Saturday programming would require office staff in addition to program staff and supplies.

Looking Ahead

I am pleased to report that I was accepted to attend a provincial Summit on Community Hubs on May 1 and 2. I have worked on the issue of community access to school space for more than 15 years, including the SPACE Coalition (Saving Public Access to Community space Everywhere) and the TDSB Community Use of Schools Advisory Committee (CUSAC). <https://event-wizard.com/2017OntarioCommunityHubsSummitLand/0/welcome/>

However, this event, the probable City budget preparation in May, and some staffing issues are preventing me from scheduling vacation in May as anticipated. I am taking 3 weeks off in the summer as usual, with the condition that I will come back once or twice for meetings if needed.

Personnel Committee: now that the Board had identified action steps on membership and strategic actions, the Personnel Committee and I need to discuss how to incorporate these into my work for the coming year. Consequently, once the committees are confirmed, we should set a meeting date for the Personnel Committee.

Grievances, Complaints and Compliments

As agreed some years ago, the Executive Director's monthly report includes complaints and grievances. There have been no grievances since my last report.

Executive Director's Report

April 2017

3

Complaints Process: In addition of formal complaints, this report includes informal complaints. When staff members resolve a complaint at the first or “informal” level, they document it, including documenting when they are not sure whether or not an interaction is a complaint. I summarize informal complaints in this monthly report and would report more serious complaints in this section if I receive any.

Compliments: Although staff did not document any compliments, informal conversations have suggested that participants enjoy and appreciate our programs. Over the last day or two, several friends of Applegrove responded to the reminders to register for day camp by noting what a great program it is! I have also overheard Income Tax Clinic clients’ appreciation for that service (Thanks Jean!)

Respectfully submitted,

Susan Fletcher.

Complaints Summary

Monthly Complaint Summary

| Incident Date | Issue ⁱ | | | | Outline Issue | Topics | | | | | | | |
|---------------|--------------------|-------|----------|-------|---|--------|-------------|-----------|---------|------------|-----|-------------------|-------|
| | Another | Staff | Facility | Other | | access | time liness | out comes | quality | stan dards | fee | H&S ⁱⁱ | Other |
| Mar 1 | | | ✓ | | Participant brought stroller down to PC room and left it in hallway | | | | | | | | ✓ |
| Mar 1 | | | ✓ | | 2 nd participant as above | | | | | | | | ✓ |
| Mar 15 | | | ✓ | | Member reported that the office was dirty | | | | | ✓ | | | |

ⁱ Another = one participant's concern about another participant
 Staff = participant's concern about staff
 Facility = participant's concern about the facilities

ⁱⁱ H&S = Health and Safety

March 30, 2017

CITY AGENCIES

(VIA ELECTRONIC EMAIL)

Subject: Municipal Alcohol Policy Update on Alcohol and Caffeinated Energy Drinks - Item HL18.1

City Council on March 28 and 29, 2017 adopted Toronto Board of Health item [HL18.1](#) and in so doing:

- A. Requested the report (February 16, 2017) from the Acting Medical Officer of Health be forwarded to the City's agencies for their information and requesting them to take into consideration the City's Municipal Alcohol Policy.

The Board of Health at its meeting on March 20, 2017 also:

1. Recommended that City Council amend the Municipal Alcohol Policy (MAP):
 - a. in the Roles and Responsibilities and Requirements sections of the Municipal Alcohol Policy, to:
 - i. require event organizers to be familiar with Health Canada's caution statement "do not mix with alcohol" pertaining to caffeinated energy drinks;
 - ii. require event organizers to raise awareness of Health Canada's caution statement with event bartenders; and
 - iii. request event organizers to consider not selling and/or not distributing caffeinated energy drinks with alcohol; and
 - b. to clarify that the Municipal Alcohol Policy only applies to events held on property that is occupied, leased or licensed by the City in its sole capacity.
2. Requested the Medical Officer of Health to continue to monitor the research regarding mixing Caffeinated Energy Drinks (CEDs) and alcohol.
3. Requested the Alcohol and Gaming Commission of Ontario and Smart Serve Ontario to consider updating the Smart Serve® server training program to increase awareness of Health Canada's caution statement not to mix alcohol with caffeinated energy drinks.

4. Requested the Ontario Ministry of Education to develop a campaign to raise awareness of the negative health impacts of Caffeinated Energy Drinks (CEDs) on youth in grades 7 to 12 and that the report (February 16, 2017) from the Acting Medical Officer of Health be forwarded to them for their review and feedback.
5. Requested the Medical Officer of Health to report to the Board of Health on a potential sentinel study in hospital emergency, pediatric, and cardiology about the consumption of so-called caffeinated energy drinks, and blood tests for levels of caffeine and possibly other energy drink additives for patients exhibiting acute illness, to include but not limited to cardiac distress, convulsions, unexplained death, drivers in all vehicle accidents, and other relevant circumstances.
6. Requested the Medical Officer of Health and the Chair of the Board of Health to write a letter to the federal Minister of Health urging her to reinstate automatic disclosure of energy drink reports in the Adverse Reaction Database.

To view this item and background information online, please visit:

<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.HL18.1>

Sincerely,

D. Ting

Secretary
Board of Health
Dela Ting/jc

c.: Dr. Eileen de Villa, Medical Officer of Health, Toronto Public Health

March 30, 2017

VIA ELECTRONIC MAIL

CITY AGENCIES

Subject: Caffeinated Energy Drinks: Feasibility of Restricting Sales and Marketing to Youth in Toronto - Item HL18.2

City Council on March 28 and 29, 2017 amended and adopted Toronto Board of Health item [HL18.2](#) and in so doing:

1. Requested Health Canada and the Ontario Ministry of Health and Long Term Care to establish age restrictions for the consumption of caffeinated energy drinks.
2. Forwarded the report (February 16, 2017) from the Acting Medical Officer of Health to the City's agencies requesting them, where applicable, to:
 - a. consider not selling caffeinated energy drinks to individuals under the age of majority; and
 - b. support compliance with Health Canada's conditions regarding the marketing and distribution of caffeinated energy drinks.
3. Forwarded the report (February 16, 2017) from the Acting Medical Officer of Health to Toronto's four publicly funded school boards endorsing and supporting their existing policies restricting the sale, marketing, promotion and sampling of Caffeinated Energy Drinks on their properties and facilities.

To view this item and background information online, please visit:
<http://app.toronto.ca/tmmis/viewAgendaItemHistory.do?item=2017.HL18.2>

Sincerely,

D. Ting

Secretary
Board of Health
Dela Ting/jc

c.: Dr. Eileen de Villa, Medical Officer of Health, Toronto Public Health



Applegrove Events and Board / Committee Meetings – April 13, 2017
Office Phone 416-461-8143
“Together, Building Our Community”

Please note that Board meetings are on Monday evenings, usually the last Monday of the month.

| April Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------|--|--------------------------------|----------------|--|--------|----------|
| 16 | 17 Applegrove Closed for Easter Monday | 18 6-7:30 Board Orientation | 19 | 20 | 21 | 22 |
| 23 | 24 Board | 25 | 26 | 27 [Duke School Council and 6:45 “Raising Confident Kids workshop]” | 28 | 29 |
| 30 | | | Volunteer Week | | | |

| May Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|----------------------|---|---------|-----------------------------|----------|--------|---|
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 Police Day @ Jimmie Simpson Park (outreach) |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 Applegrove Closed for Victoria Day | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 Board | 30 | 31 [Duke School Council] | | | |

Neither Duke nor Bowmore is holding a “Make-It” Fair this spring

| June Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-----------------------|--------------|---------|-----------|--------------------------|-------------|----------------------|
| | | | | 1 | 2 | 3 [Duke Fun Fair] |
| 4 | 5 | 6 | 7 | 8 | 9 PA Day | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 Board? | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 Last day of school | 30 | |

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event

Applegrove Events and Board / Committee Meetings – April 13, 2017
Office Phone 416-461-8143

| July | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------|--------|--|------------------------|-----------|----------|--------|----------|
| | | | | | | | 1 |
| 2 | | 3 Applegrove Closed for Canada Day | 4 First Day of Camp | 5 | 6 | 7 | 8 |
| 9 | | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | 31 | | | | | |

| August | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------|--------|--|---------|-----------|----------|------------------------|----------|
| | | | 1 | 2 | 3 | 4 | 5 |
| 6 | | 7 Applegrove Closed for Simcoe Day | 8 | 8 | 10 | 11 | 12 |
| 13 | | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | | 21 | 22 | 23 | 24 | 25 Last day of camp | 26 |
| 27 | | 28 | 29 | 30 | 31 | | |

| September | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------|--------|--|---------|-----------|----------|--------|----------|
| | | | | | | 1 | 2 |
| 3 | | 4 Applegrove Closed for Labour Day | 5 | 6 | 7 | 8 | 9 |
| 10 | | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | | 25 Board | 26 | 27 | 28 | 29 | 30 |

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event

Applegrove Events and Board / Committee Meetings – April 13, 2017
Office Phone 416-461-8143

| October Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|--------------------------|---|------------------------|---------------|----------|--------|----------|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 Applegrove closed for Thanksgiving | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 Board? | 31 Happy Halloween! | Punkin-Grove! | | | |

| November Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------------|-------------|---------|-------------------|----------|--------|--------------------------------|
| | | | 1 Punkin-Grove | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 <i>Pasta Fest</i> |
| 26 | 27 Board | 28 | 29 | 30 | | |

| December Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------------|---------------------------------------|--|-----------|----------|--------|----------|
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 Board Meeting? | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 Applegrove Closed for Christmas | 26 Applegrove Closed for Boxing Day | 27 | 28 | 29 | 30 |
| 31 | Applegrove Closed for New Year's Day | | | | | |

Bold = community event. *Italics* = an important change. Underline = an Applegrove special event. [Brackets] = another group's meeting or event

Applegrove Events and Board / Committee Meetings – April 13, 2017
Office Phone 416-461-8143

| January 2018 Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|-------------------------------|--|---------|-----------|----------|--------|----------|
| | 1 Happy New Year! Applegrove is Closed | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 Board | 30 | 31 | | | |

| February Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---------------------------|---|---------|-----------|----------|--------|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 Applegrove Closed for Family Day | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 Board | 27 | 28 | | | |

| March Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|------------------------|--------------|---------|-----------|----------|--|----------|
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 PA Day | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | |
| 18 | 19 Board? | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 AGM? | 27 | 28 | 29 | 30 Applegrove Closed for Good Friday | 31 |

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Applegrove Events and Board / Committee Meetings – April 13, 2017
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Volunteer Week

- April 15-21, 2018
- April 7-13, 2019